

DEPARTMENT OF THE AIR FORCE
Headquarters, US Air Force
Washington DC 20330-5000

Change 1
AFMS 108A
19 September 1994

MANPOWER OFFICE

AFMS 108A, 7 July 1994, is changed as follows:

1. Purpose. This change corrects some administrative errors found after publication.
2. Explanation of Changes. New material is indicated by an * in the original AFMS and also listed below:
 - 2.1. Manuscript, page 2, paragraph 6.d. Change "Attachment 3" to "Attachment 5."
 - 2.2. Manuscript, page 3, paragraph 7.c. Change "Attachment 4" to Attachment 3."
 - 2.3. Manuscript, page 3, paragraph 7.d. Add the following sentence to the end of the paragraph. "Use the standard manpower table, Attachment 2, to determine grade and skill break-outs."
3. Page Insert Changes. Remove AFMS pages 2 and 3, dated 7 July 1994. Insert pages 2 and 3, dated 19 September June 1994.

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5. Core Composition. This AFMS was developed for a Manpower Office to support an operational-type wing with a population of 3,000 authorizations and an AFMC organization with a population of 7,000.

- a. Core Manpower Required. 6.
- b. Core Range. 4 - 19.
- c. Programming Factor. Base Population.

6. Standard Data:

- a. Classification. Type III.
- b. Approval Date. 21 April 1993.
- c. Man-Hour Data Source. Workshop Measurement.
- * d. Man-Hour Equation: See Manpower Matrix at Attachment 5.
- e. Workload Factors:

(1) Manpower Management, Wartime Manpower Support, and Productivity Programs:

(a) Title. Authorized Base Population Supported by the Manpower Office for Manpower Management Services, Wartime Manpower Support, and/or Productivity Programs Service.

(b) Definition. The number of funded Air Force manpower authorizations provided manpower management, wartime manpower support, and/or productivity programs serviced by the Manpower Office. (Authorizations coded with servicing MET code, e.g., Randolph servicing MET code = RJ.)

(c) Source. The Unit Manpower Document (UMD) or BMDS Data File; File Parts A, C, and D (only PCS Students) -- excluding contract manpower equivalents.

(2) Suggestion Program:

(a) Title. Authorized Base Population Supported by the Manpower Office for Suggestion Program Management Service.

(b) Definition. The number of funded Air Force and tenant US Government Agency manpower authorizations for which the Manpower Office provides Suggestion Program Management service.

(c) Source:

1. Air Force. The Unit Manpower Document (UMD) or BMDS Data File; File Parts A and D (only PCS Students) -- excluding contract manpower equivalents. Obtain counts only for those organizations (PAS or Unit designation) provided suggestion services.

2. Tenant US Government Agency. Installation Inter-Service Support Agreement Repository. Obtain counts only for those agencies provided suggestion services.

(3) Base Manpower Data System:

(a) Title. Authorized Base Population Supported by the Manpower Office for Base Manpower Data System Service.

(b) Definition. The number of funded Air Force manpower authorizations provided Base Manpower Data System service by the Manpower Office.

(c) Source. The Unit Manpower Document (UMD) or BMDS Data File; File Parts A, B, and C -- excluding contract manpower equivalents.

f. Study Team:

- (1) Lead Technician. Mr. Glendon D. Hendricks, AFMPMET.
- (2) Functional Representative. Lt Col Jim Douglas, HQ USAF/MOX.
- (3) Program Manager. Capt Jeff Janosko, HQ AFMEA/MEMS.

7. Application Instructions:

a. Step 1. Determine the Authorized Base Population supported by the Manpower Office for each workload factor as described in paragraph 6e above. Execute a data retrieval on the BMDS data file or process BMDS Unit Manpower Documents for applicable units. NOTE: Locations with less than the smallest serviced population in the matrix for Manpower Management, Wartime Manpower Support, and/or Productivity Programs service will straight line current authorized requirement not to exceed three authorizations.

b. Step 2. Determine the fractional manpower requirement from manpower matrix for each workload factor. NOTE: Determine manpower requirements for only those services provided.

* c. Step 3. Determine total variance (positive or negative) fractional manpower requirement applicable to the location (Attachment 3).

* d. Step 4. Aggregate the results of Steps 2 and 3, and round to the next whole manpower requirement when applicable. Use the standard manpower table, Attachment 2, to determine grade and skill break-outs.

NOTE: For Manpower Offices not located in the CONUS to include Hawaii and Alaska, multiply the aggregate by 160.7 MAF plus overload factor and compute the manpower mix per AFI 38-201.

8. Statement of Conditions. The Manpower Office provides BMDS and Suggestion Program services to the host's organizations, in addition to other organizations that do not belong to the host unit. The Manpower Office's normal hours of operation are 8 hours per day, five days per week. Some Manpower Offices do not provide every service (manpower management, wartime manpower support, productivity programs, suggestion program, or Base Manpower Data System); therefore, only fractional manpower is earned for the services provided. There are no general conditions (environmental, equipment, facility, performance standards, or wartime conditions) which have an impact on the core manpower requirements except when multi-function cost comparison studies are conducted. Multi-functional cost comparison studies require two authorizations for a Base Operating Support study and/or the entire Aircraft Maintenance function for the duration of the cost comparison study. Four authorizations are required for the duration of the cost comparison study if a Base Operating Support study and an Aircraft Maintenance study are conducted simultaneously.